



Office of Administrative Services
FOIA Requester Service Center

December 23, 2014

Cheryl Moore
558 Valencia Dr.
Pontiac, MI 48342

Dear Ms. Moore:

This is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA number 000069), dated October 27, 2014, in which you stated "I utilized the GSA for fbo.gov /export.gov/neco.gov/AFSI contracts. My records were lost as I needed a CCR/Active SAM migration. They were once found by Howard of GSA SBA who had to archive my records as stated. I am now unable to locate my records and my contract number which they were under is null and void. If you can find my records and reinstate the payment process and put me back on the FMO/GSA Finance system and locate my lost contract number I would greatly appreciate it."

On October 29, 2014, GSA asked you to clarify your request, however, you were unable to define in enough detail, what documents you were seeking. On November 12, 2014, GSA again asked that you clarify your request in more detail, but your response did not provide GSA with enough specificity for our subject matter experts to locate any records responsive to your request.

As a result, we could not locate any records regarding your request. Since the agency does not have any records within the scope of your request, this does not constitute a denial of records. Though the agency does not have any records within the scope of your request, this does not constitute a denial of records. You can appeal the adequacy of GSA's search by writing within 120 days of your receipt of this letter to:

U.S. General Services Administration
Freedom of Information Act Requester Service Center
1800 F Street, Northwest, Room 7308
Washington, DC 20405-0001

Your appeal must be in writing and should contain a brief statement of the reasons why you believe the requested information should be released. Enclose a copy of your initial request and a copy of this letter. Both the appeal letter and envelope should be marked prominently "Freedom of Information Act Appeal."

U.S. General Services Administration
1800 F. Street, NW, Room: 7308
Washington, DC 20405
Toll Free: (855)-675-3642
Fax: (202) 501-2727

This completes our action on this request. Should you have any questions concerning this matter, please contact Mike Mitchell at mike.mitchell@gsa.gov or (312) 385-3016.

Sincerely,

Travis Lewis

Travis Lewis
FOIA Program Manager